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Graduate
School, USDA

Washington, D.C.
20250

A School for
Continuing Education

Annual Report 1980-81

60th Anniversary
1921-1981

GRADUATE SCHOOL, USDA

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Highlights of the Year

Increased school-wide registrations to more than 48,000 (a 24% increase).

Consolidated daytime programs in new building-Capital Gallery.

Appointed a new Director and General Administration Board.

Formed a cooperative agreement with the Federal Automatic Data Processing Users Group (FADPUG) to improve government selection and use of computer and related electronic technology.

Schoolwide Goals 1981-82

To plan and implement activities and events to celebrate the 60th Anniversary of the Graduate School.

To help government improve productivity through more effective training in the use of computer technology and related information management technology.

To appoint a committee on the Future of the Graduate School and to develop 3-5 year goals.

General Administration Board

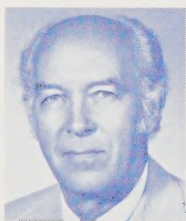
The General Administration Board of the Graduate School has been reconstituted with a new chairman and several new Board members. Secretary of Agriculture, *John R. Block*, recently announced appointments to the Board.



Serving as Chairman, *Raymond D. Lett* is Executive Assistant to Secretary Block. Mr. Lett is a graduate of Iowa State University, has served with the County Extension Service and taught high school in Iowa. He also served as State Director of USDA's Agricultural Stabilization and Conservation Service in Illinois. While in Illinois, he received the ASCS Administrator's Award and USDA's Superior Service Award for his managerial expertise. He is past president of the Springfield Federal Executive Club. Mr. Lett replaces outgoing Chairman, *Howard Hjort*.



General Counsel to the Department, and serving as an ex-officio member of the Board, is *A. James Barnes*. He graduated from both Michigan State University and Harvard Law School with honors. Mr. Barnes has been in private law practice and on the faculty of Georgetown University and Indiana University. His previous government service includes positions in the Department of Justice and the Environmental Protection Agency. Mr. Barnes has authored three texts in business law.



Norman A. Berg, Chief of the USDA Soil Conservation Service since 1979, has over 38 years of government experience. During his career he has received numerous awards for his work with soil and natural resources conservation, including the National Wildlife Federation's Conservation Award. He holds a B.S. from the University of Minnesota and an M.P.A. from Harvard. Mr. Berg has been on the faculty of the Graduate School since 1962.



The new Deputy Assistant Secretary for Administration of USDA, *John E. Schrote*, has also been appointed to the Board of the Graduate School. He has previous experience as a special assistant to the Secretary of Agriculture and several years experience as a congressional staff member. Mr. Schrote is a native of Ohio.



Donald J. Senese has been appointed to the Board for a second time. From 1975 to 1980, Don was a student representative. His current position as Assistant Secretary for Educational Research and Improvement of the Department of Education adds to the professional experience he brings to the Board. Previously, Dr. Senese had been a university professor (history), a legislative assistant, and a research associate for the House of Republican Study Committee.



Mildred Thymian is the Administrator of the Agricultural Marketing Service. Before joining USDA, Mrs. Thymian was a legislative assistant. She has done consulting, and initiated a farm financial management program. A graduate of the University of Minnesota, she has held various lay leadership positions with the United Church of Christ. Mrs. Thymian, having taken Graduate School courses, represents the students on the Board.



Harry S. Havens is Assistant Comptroller General for Program Evaluation with the General Accounting Office. Before coming to GAO in 1974, he held positions with the Office of Management and Budget and with the U.S. Navy. Mr. Havens has received many awards, including a Rhodes Scholarship and the 1980 Roger W. Jones Award for Executive Leadership.



Assistant Secretary of Agriculture for Economics, *William G. Leshner*, previously had been chief economist for the U.S. Senate Committee on Agriculture, Nutrition, and Forestry. He has his doctorate in public policy analysis from Cornell University, where he was a faculty member. Dr. Leshner is the author of numerous economic publications.



Frank Naylor, Jr., is Under Secretary for Small Community and Rural Development, USDA. He was formerly vice president of the 11th Farm Credit District, Sacramento, California. Mr. Naylor had previously served in USDA and the Veterans Administration. He is a Kansas native and a decorated veteran.

Continuing members include *Orion Birdsall*, Director of Training and Development for the Internal Revenue Service; *J. Craig Cumbey*, Deputy Assistant Secretary of the Air Force for Civilian Personnel Policy; *John Leeke*, Professional Associate, National Education Association; and *R. Max Peterson*, Chief of the Forest Services, USDA.

Service Awards for Faculty, Committee, and Staff

15 Years

William T. Alexander
John C. Baker
Charles E. Caudill
Theodore R. Crane
John J. Kaminski
John J. Moundalexis
Peter A. Smith
Andrew Tronolone, Jr.
Harold K. Wilson

25 Years

Dennis S. Feldman
Ben Murow
Oscar Rodbell
Wilbert Schaal

35 Years

Alfred T. Brokenborough
David Reich

Office of the Director



**Dr. Edmund
N. Fulker
Director**

On October 3, 1980 Dr. Edmund N. Fulker became the Director of the Graduate School. The transition has been handled with a continued smooth functioning of the necessary administrative duties. The restructured Director's Office also includes Linda Coyle, Secretary, Margaret Brown, Administrative Assistant and Special Assistant, Philip Hudson.

Two retreats were held for G.S. staff directed toward improving the teamwork within the School.

Total Yearly Course Registrations by Program

Program	1976-77	1977-78	1978-79	1979-80	1980-81
Evening Programs	12,101	13,923	14,830	14,514	16,053
Institute of Lifetime Learning	1,771	1,816	1,152	864	789
Career Planning and Development Programs	3,542	4,077	4,258	4,687	4,730
Correspondence Programs	1,658	1,358	1,406	1,339	1,550
Interagency Auditor Training Program	—	—	695	3,240	3,734
International Programs	1,535	2,235	2,642	3,240	2,783
Special Programs	9,109	11,030	9,111	11,050	18,721
Total	29,716	34,439	34,094	38,934	48,360*

*An increase of 9,426 over last year.

**Certificate of Accomplishment Recipients
1980-1981****Accounting Technicians**

Earnestine Ervin

Advanced Certificate in Accounting

Earnestine Ervin
Thomas M. Franklin
Domingo Lazo
Jocelyn S. Pearl
Ernestina Rios-Stein

Advanced Certificate in Financial Management

Jerry McRae

Administrative Procedures

Denise Cunningham
David McCoy
Bernardyne E. Williams

General Clerical Techniques

Michiko Tamiya

Computer Programming

Edgar D. Betancurt
Daniel J. Blum
James K. Brooks
Stephen C. Cranton
Ray H. Darling, Jr.
Barbara Hanley
John F. Kurpiel
Della LeMire
Pilar Villavicencio

Systems Analysis & Design

Matthew Moore

Editorial Practices

Diane Clow
Magdalena Collins
Josefina L. Garcia
Anna B. Wittig

Graphic Arts

Ronald Clifford
Daniela C. DaSilva
Julie Jacobson
Stanley L. LeBorne

Journalism

Barbara H. Franklin
Laurence S. Green
Diane Miyazaki

Library Techniques

Lillian Ackers
Ellie Mae Allen
Mayo DuBasky
Geraldine Mitchell
Lucienne V. Orosch
Betty J. Swartz

Natural History Field Studies

Janice L. Curtis
Ruth I. Filsinger
Margaret M. Fleming

Paralegal Studies

Carolyn Amiger
Ashraf N. Bhagat
Joyce E. Bush
Linda A. Caplan
Doreen M. Crowell
Mabel Hazzard
Carolyn J. Huggins
Calvin E. Lindo
Nancy Lund
Oliver W. Madden
Elvira A. Madden-Breslin
Billie Richardson
Dora L. Russell
Richard Schachter
Marchel Smiley
Regina Wood

Personnel Administration

Maurice Alexander
Edward J. Alston
Danielsen J. Asprino
Shirley J. Bellfield
Angela F. Crawford
Betty A. Davis
Joyce A. Fluelling
Sheila W. Haley
Katherine A. Kirkland
Phyllis Moffett
Mary Rucker
Betty J. Terrell
Kathryn E. Tousant
Sheila H. Warner
Deloris L. Westbury

Photography

Joao C. Brocca
Carol A. Bryan
Tyrus Gaines
Herman Young

Procurement & Property Management

Jeannette Davies
Patrick F. Udoka

Public Administration

Robert E. Morrison
John P. Young

Statistical Assistants & Technology

Terry A. Rowell

1980-81 Total Number of Certificates Awarded =
81 (23 more than last year)

Career Planning and Development Programs



**Lynn M.
Edwards
Program
Head**

In the 1980-81 school year, Career Planning & Development Programs enrolled over 4,700 participants. Most of the growth was achieved through custom-designed training provided under contract or inter-agency agreement. Among the Federal Government Agencies/Departments served were: Customs, Social Security Administration, Education Department, D.C. Government, Department of Agriculture, Defense Communication Agency, U.S. House of Representatives/House Information Systems, American Chemical Society, National Bureau of Standards and the U.S. Postal Service. Many of the programs initiated this year are expected to be ongoing projects.

CP&D is participating in an in-house effort of the Government of the District of Columbia to improve the efficiency and effectiveness of their personnel services. We tailored several personnel courses for the D.C. Government. Over 200 employees completed training in Basic Classification and over 150 were trained in Intermediate Classification. Twenty employees received training in Basic and Intermediate Staffing. Additional training courses are scheduled in Basic Employee and Labor Relations and Advanced Staffing as well as continuation of the Classification courses.

An instructional program was developed and delivered to assist the Social Security Administration (SSA) develop computer programmers from its clerical and technical employee resources. Approximately 100 employees participated in the training program that consisted of 6 weeks of full-time training. Participants received one week of Data Processing Concepts (orientation) which was then followed by five weeks of Structured COBOL instruction. Due to our initial success with COBOL, we were asked later to provide Job Control Language (JCL) courses.

In responding to the training needs of the Defense Communication Agency (DCA), an Introduction to Mini/Micro Computer Systems course was developed for middle management personnel. DCA contracted to have 75 employees trained. In order to better meet the needs of the participants, the classes were kept small in size and a number of classes were scheduled.

A number of General Education Development (GED) Programs were conducted this year. In addition to our open enrollment program, several on site programs were conducted for the Defense Mapping Agency. The U.S. Department of Agriculture, Office of Personnel Career Development continued its support of the GED Program through joint sponsorship of open enrollment classes within the Department.

For secretarial, clerical and technical employees in USDA, a three part curriculum was developed emphasizing communication skills, improved performance and career planning. The Skills Improvement Program (SKIP), the Personal Effectiveness Program (PEP), and the Career Counseling Program (CCP) were designed specifically for secretarial, clerical and technical personnel at various levels and with different developmental needs.

The General Services Administration (GSA) and the Education Department were heavy subscribers for Voice and Dictation courses. This course was viewed as a means of assisting agencies in reaching goals of improving oral communication among employees.

Computer Assisted Instruction (CAI) was introduced to the curriculum of the Graduate School's Individual Learning Center (ILC). A Basic Communications Skills package on the Plato (computer) System was made available to Agriculture subscribers through a joint cooperative pilot program. This approach to instruction afforded the participant several notable features such as:

1. A competency based program of instruction;
2. A self-paced learning opportunity;
3. An inter-active programmed learning experience;
4. Flexible scheduling;
5. Immediate feedback on exercises.

This project was sponsored by the U.S. Department of Agriculture (Office of Personnel Career Development Division), Control Data Corporation, and the Graduate School (CP&D).

EEO training was provided for Customs personnel in Washington, D.C. and San Diego, and will be conducted in San Francisco, New Orleans, and Chicago during the coming year.

In the two previous years, CP&D invested heavily into revamping and expanding its open enrollment courses in the areas of property management, procurement (acquisition) and contract administration. The program has been able to maintain and attract highly qualified instructor resources, and has resulted in requests for us to conduct assistance projects.

An Office Skills Program was conducted for over 200 employees of U.S. Department of Education.

New courses developed this year include:

- Introduction to Mini/Micro Computers System
- COBOL Programming
- TSO (IBM Time Sharing Option)
- Assessing Personal Values
- Understanding the Job Market
- Office Management

Once again, CP&D found that open-enrollment class activity surpassed the Program's physical facility capacity. Additional administrative and support staff were added to support and coordinate

program activities. Andy Leighton joined the staff as a Program Coordinator. He brings with him 10 years of training experience and is presently responsible for the Data Processing and Communications curricular areas. Bill Ward also joined the staff as a Program Coordinator. Bill has over 14 years experience in logistics and supply management, including procurement and financial management. Bill is coordinating the Procurement Property Management, Contracting Administration, and the Secretarial studies areas. Bill and Andy joined Mary Kelly, Program Coordinator for EEO, Library, and Personnel courses and Janice Whittaker, Individual Learning Center Coordinator who also coordinates the Office Skills area.

Evening Programs and Institute of Lifetime Learning



Karen Niles
Program
Head

This was a near record year for enrollment in Evening Programs: 16,053 registrations in 1,027 classes. 789 enrollments in 97 Institute of Lifetime Learning classes bring the total to 16,842 for the year—an increase of 9% over last year, and our highest total enrollment since 1969. Foreign languages, computer science and accounting led

the way in registrations, followed by communications, mathematics and statistics and photography.

The greatest area of growth for Evening Programs this year has been computer sciences. Many of our most successful new courses show the increasing impact of computer technology on other fields. For example, our new courses this year included *Introduction to On-line Data Base Search Techniques*; *Introduction to Data Analysis Using Statistical Software Packages*; *Concepts of Office Technology*; and *Introduction to Computer Graphics*. Other successful new courses in job-related subjects included *Quickhand Shorthand*, *Advanced COBOL Techniques*, *IBM OS/VS Time Sharing Option*, *Natural Resource Economics*, *Training in the 80's*, *Case Studies for Classifiers*, *Constitutional Law* and *Communication Law*. In addition to our regular offerings in art, crafts, music and literature we introduced fulfillment courses like *Introduction to Acting*, *Sailing*, *Conversational Fluency*, *William Faulkner*, *Stress Management Workshop*, *Stop Smoking Workshop* and *Personal Financial Planning*.

Administratively we implemented a system of computer-generated labels for building passes. This system has given us a better control over class size, speeded the registration process and greatly reduced the number of clerical errors.

Correspondence Study Programs



Norma Harwood
Program
Head

The Correspondence Study Programs (CSP) has met and exceeded its objectives in enrollments, and quality of service. In the 1980-81 school year the CSP enrolled 1550 employees of government agencies and private organizations around the country and around the world. This is a 16% increase in enrollments.

Approximately 14% of the Enrollments were USDA employees in the field. Most of the other participants were from REA Cooperatives, private business and industry (39%); Department of the Interior with 7%; and Department of State with 6%.

Accounting continues to be the most popular series of courses, with English, editing, and writing as the next largest group. Research Report Writing was completely revised and retitled Effective Writing for Professionals to describe its intent better. A complete revision of Federal Civil Service Reform Act is well under way. Also, new courses in Cost Accounting and Introduction to Federal Acquisition are in manuscript form.

Courses in Regulations Writing, Dynamic Meteorology I, Library Media Services, and Use of Archives and Manuscripts were new courses added to the Programs.

We have entered into a cooperative effort with the Soil Conservation Service, USDA, to revise, update, and administer their correspondence courses. The revision of Trigonometry was completed in July 1981, and Soil Surveys and Their Uses is currently under revision. The other courses in the series are The American Environment, Hydraulics, Engineering Lettering and Basic Algebra.

Graduate School Press

During the month of April 1981 a seminar on Critical Issues and Decisions for Government Executives was given by Special Programs. Twenty six government executives participated; 13 from USDA and 13 from other government agencies. The seminar included analyses of the Integration of Demand and Supply Side Policies by Charles L. Schultze; Putting the Supply and Demand Sides of Economics Together by Donald Paarlberg; If Not Detent Then What? by Robert L. Pfaltzgraff, Jr.; Of Men and Angels: A Search for Morality in the Constitution by Robert A. Goldwin; and The U.S. in the World Economy: Competitive Again by William H. Branson.

These presentations by the speakers and commentaries written by the participants were compiled and edited by Donald J. Senese into a new publication: *Ideas Confront Reality: An Analysis of Critical Issues in the Reagan Era*.

Special Programs



**L. Scott
Varner
Program
Head**

During the year, Special Programs increased both enrollments and total program activity by almost 50% (11,050 to 18,721). Growth areas continue in custom-designed training and consulting services provided under contract or interagency agreement with virtually every major Federal government department. Among those with which we have ongoing training and consulting agreements are the General Services Administration, the Drug Enforcement Administration, Nuclear Regulatory Commission, Department of Education, Federal Prisons Industries, Inc., Department of Commerce, Health and Human Services, Department of Energy, Walter Reed Army Medical Center, the Smithsonian Institution, Federal Emergency Management Agency and Princeton University.

Throughout the year, agencies have requested Special Programs to conduct training needs assessments (General Services Administration, Nuclear Regulatory Commission, International Trade Administration, Office of the U.S. Trade Representatives). Tailored programs in executive development, management and supervision including a management curriculum program with course electives have been designed from the needs analysis.

Specialized consulting and research projects in property management, procurement, and forms management continue. A Property Management Policy Manual has been written for the Department of Commerce along with several Property Management Handbooks. A study of the Logistics Management Program at Health and Human Services has also resulted in policy manuals and handbooks. These projects are ongoing in several agencies.

One of the most popular training programs has been the Retirement Planning course. Specially designed for government employees, this program informs and advises participants in financial planning, social security benefits, civil service benefits, health and the psychological and social impact of retirement. This 3-day seminar has been attended by over 800 individuals this year.

Special Programs has recently signed an agreement with the Drug Enforcement Administration to provide, over a three year period, numerous assessment centers. These assessment centers will assist their executives, managers and supervisors in planning their career development.

Professional workshops, training programs, and support services are being provided under an ongoing agreement with the Department of Education. We assisted the Department in sponsoring a seminar on "What Do We Know About Private

Schools?" with speakers Dr. Andrew Greeley, S.J., and Dr. James Coleman. The seminar was attended by 400 educators from throughout the country. Other programs sponsored were the "National Teacher of the Year Program" and "Presidential Scholars Program."

Walter Reed Army Medical Center continues to be a training site for many of our programs including stress management, time management, and reading and writing for military personnel. This year we added an instructor to conduct the BSEP program (Basic Skills Education Program) to assist military personnel to prepare for their GED test. As part of our six year effort at Walter Reed, we anticipate conducting a training needs assessment over the next year.

New courses developed during 1980-1981 include:

Speed Reading for Professionals
Legal Writing for Non-Lawyers
Managing Professional Development
Managing Intergovernmental Programs
Financial Management for Nonfinancial Managers Series
Changing Management Approaches for the Future
Organization and Management Analysis
Problem Solving, Decision Making and Planning

The Graduate School has entered into an agreement with the Federal ADP Users Group (FADPUG) and is providing administrative support for their educational activities. Special Programs with FADPUG presented a 3-day "Seminar on Security of Federal Automated Information Systems" attended by over 600 individuals.

The Graduate School continued its sponsorship of the Information Resources Administration Conference (IRAC) and assisted in presenting the government Micrographics Conference, the Electronic Mail Workshop, the Federal Office Systems Exposition and Conference and the Optical and Video Disk Technology seminar. Both FADPUG and IRAC Curriculum Advisory Committees continue to work with us in developing new courses.

Interagency Auditor Training Programs



**Frank Quinn
Program
Head**

During fiscal year 1981 Interagency Auditor Training Programs (IATP) trained 3,734 participants at 34 locations within the United States and at one location overseas. Participants trained represent an increase of 15 percent over the previous year. Seventy-four percent of the participants came from Federal agencies and 26 percent from State and local organizations.

Four new courses were added to the curriculum;
- Basic Investigative Techniques-An Overview for Auditors

- Contracting Auditing
- Internal Controls in Automated Systems
- Computer Security, Fraud and Privacy

Four additional courses have been developed and will be offered next year:

- The Auditor's Role in Information Systems and Development
- Introduction to Governmental Auditing
- Preparation of Audit Workpapers
- The Government Audit-An Overview for Administrative Staff

The "Introduction to Governmental Auditing" course is a ten-day program offered for entry-level auditors which encompasses the technical basics-"Basic Fundamentals of Government Auditing" and "Developing and Presenting Findings" and personal skill building-"Interviewing Techniques for Auditors" and "Successful Audit Report Writing."

The IATP added 18 new part-time faculty members during the past year, 15 from Federal, State and local governments and three from the private sector.

The Head of IATP, Frank Quinn, recently was requested to serve on the Training Committee of the new Inspector General Council on Integrity and Efficiency. Goals of the Sub-committee for auditor training include the establishment and expansion of existing training for auditors in preventing and detecting fraud. Program personnel visited six Regional Intergovernmental Audit Forums to explain our auditor training program to their members. The forums represent federal, state, and local auditors as well as independent public accountants involved in performing audits of federally assisted programs. IATP accepted an invitation to participate as an observer in the quarterly deliberations of the National Intergovernmental Audit Forum.

International Programs



Dr. Arthur Byrnes
Program Head

International Programs has had an extraordinary year!

Growth was characterized in all areas of international activities. In our long term programs a new offering was made this year called *Industrial Management Development*. Officials from developing countries and other parts of the world attended, and with the coop-

eration of Central Michigan University earned a Masters Degree in a highly concentrated, 11 month, practical program. By all assessments the initial offering was most successful.

Perhaps the most senior group we have ever had attended the *Agribusiness Management Program* for the 1980-81 session.

The programming of foreign officials expanded substantially this year. Our exchange program with Hungary involving U.S. and Hungarian geologists and geophysicists continued on an increased level. Additionally, we provided high level, technical specialists to conduct studies, do research, conduct seminars and provide technical assistance in various countries of the world.

We continued to program in greater numbers all of the officials from the Republic of China coming to the United States to study and learn in a wide variety of technical, engineering, scientific and social development fields.

New activities were started with the U.S. *International Communication Agency* designing individual and group-specialized programs for officials sponsored by the United Nations and their agencies: ILO, UNDP, UNIDO and FAO, as well as foreign government including Japan, Nigeria, Korea, Brazil, Mexico and others.

One of the most exciting and innovative activities International Programs was involved in this year was the training of some one hundred Nigerian officials, managers, media people, technicians, journalists, artists, newscasters, engineers and some other specialists to begin two new television stations in Nigeria. One of the channels is in the Plateau State and the other is in the State of Kano.

This has been a very eventful year for the International Programs.

Information Office



Miriam Montag
Information Officer

The Information Office purchased two portable exhibits for conference use and for on-site registration purposes. Thus far, the exhibits have been used at the Federal ADP Users Group Conference, the International Personnel Managers Association Conference, the Information Resources Administrative Conference, on-site registration for the Evening Programs and for career days at various agencies and libraries.

The Graduate School has developed a new format for its publications, stationery and other promotional materials to give GS a new image in its 60th anniversary year. In addition, the Information Office has assumed the responsibility for procurement of all printing, graphics and typesetting for the Graduate School.

The Information Office coordinated the writing of a new Certificate of Accomplishment brochure highlighting our 23 certificate programs. Copies of this publication will be sent to Federal government training officers.

Business Office



**Ken
Dickerson**
Business
Manager

The Graduate School's recently revised budget reflects an increase in revenue of 42.25% over last year. Each of the School's six major programs are expected to break even or provide a small net gain. The most significant increase has been experienced by International Programs, Career Planning and Development Programs, and Special Programs. These increases are largely the re-

sult of an increased volume of contracts secured for Technical Services and Group Training programs.

The Business Office staff has been busy coordinating the Graduate School's move to 600 Maryland Avenue, SW, Washington, D.C. While most of the relocation has occurred, additional settling in will continue during the first quarter of the new year.

During the year, the use of word processing has aided the Business Office in production of the School's budget and Employee Handbook. The addition of word processing equipment aids in our efficiency.

Bookstore sales have experienced a healthy 34.4% increase. Plans are being developed to enlarge the Bookstore.

Registrar and Management Information Services Office



**Carolyn
Fisher**
Registrar

The rapid growth of the Graduate School in numbers of students served and services provided, has resulted in necessary administrative changes. Increased needs for management information and the existence of automated office technology has broadened the responsibilities of this office. For these reasons the Registrar's Office has

been retitled the *Registrar and Management Information Services Office* to better reflect its role. School-wide enrollments have more than doubled since 1973-74, and increased by 25% over just a year ago. The Registrar/MIS Office has successfully handled this increase, while improving the quality of student record-keeping, and the timeliness of reports.

The Office was successful in designing, implementing and evaluating a new computerized in-house mailing list. Carolyn Fisher, Registrar and Management Information Services Officer, led the Graduate School's efforts in securing and implementing use of word processing. She chaired the Graduate School Task Force on Word Processing, and conducted staff training for operators from various programs.

An administrative advisory committee chaired by Jerry Miles, Deputy Chief for Administration, Forest Service, USDA has been formed. The committee will assist the school in implementing its management information and automated office technology systems.

Annual Faculty Reception-1980

Over 700 faculty, staff and friends of the Graduate School, USDA attended the Annual Faculty Reception hosted by the General Administration Board. Those with 15 or more years of service to the Graduate School were recognized for their contributions. The newly instituted "Director's Award" was presented to Joseph Sickon, Alexander Eucare, John Buchko, and Gary Butler for

their special contributions to the School. In addition, Dr. Holden was presented with a gift as a token of appreciation for his 22 years of service as Director.

The awards presentation was followed by a dinner-dance with music by Bobby Felder and the Blue Notes.





**Graduate
School, USDA**

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